

From: michael.k.sams@uscg.mil
To: ["T.O. Martin"](#); [Remusat, Todd](#); ["mrs.tidden@gmail.com"](#); [Gerald L. Thornton](#)
Cc: [Mason, Steve](#)
Subject: FW: UPDATE: MA/MATO Process
Date: Saturday, September 23, 2017 8:23:25 AM
Attachments: [CPPM VOL 4 Appendix A, Figure A-1.pdf](#)

Below & attached FYSA.

V/r,

Mike Sams
CGD 8
504-671-2234 (o)
281-881-6193 (c)
Sent with BlackBerry Work
(www.blackberry.com)

From: Willis, Forest A CIV <Forest.A.Willis@uscg.mil>
Date: Saturday, Sep 23, 2017, 7:23 AM
To: Sams, Michael K CIV <Michael.K.Sams@uscg.mil>, Ormes, David T CIV <David.T.Ormes@uscg.mil>, Boudrow, Joseph A CIV <Joseph.A.Boudrow@uscg.mil>, Popiel, Jerome A CIV <Jerome.A.Popiel@uscg.mil>
Subject: FW: UPDATE: MA/MATO Process

FYSA. Not sure whether this will be a permanent process change or not.

-----Original Message-----

From: FEMA-NRCC-sars [<mailto:FEMA-NRCC-sars@fema.dhs.gov>]
Sent: Friday, September 22, 2017 9:57 PM
To: Ingram, Jason D CDR
Cc: FEMA-NRCC-uscg; Deptula, Daniel J CAPT; Willis, Forest A CIV; Erickson, Ryan R LCDR
Subject: UPDATE: MA/MATO Process

Jason,

Per our discussion, the flow chart included as Figure A-1: Flow Chart of Mission Assignment (MA) Process in Appendix A of CPPM Volume 4 is not adequately describing the necessary process for approving Mission Assignments and Mission Assignment Task Orders. Currently the flow chart includes in the process for FEMA to contact the Action Officer listed to propose or amend a Mission Assignment, or task under a Mission Assignment. The Action Officer is then to bring the proposal to District/Area to either accept or decline, and then the USCG Area Commander accepts/approves the FEMA request.

This current process of FEMA contacting the Action Officer is not being followed causing a breakdown in the Coast Guard's processing of Mission Assignments.

Therefore, in order for LANT to maintain control of the Mission Assignment process, the Coast Guard's process for approval or denial of Mission Assignments should be:

1. A mission is in coordination with the FEMA Region LNO identified that the Coast Guard would like to consider for assignment.
2. A draft Resource Request Form is developed.
3. The appropriate District IMPA is consulted > (only move forward if IMPA provides approval)
4. A PDF copy of the DRAFT RRF is provided to LANT 35.
5. LANT 35 considers the RRF and provides an approval or denial (on behalf of the Atlantic Area Commander) of the mission IN WRITING back to the FEMA Region LNO.
6. If the mission is approved, the draft RRF is then submitted into the FEMA system for processing.
7. Once the MA is issued by FEMA, USCG NRCC or appropriate FEMA Region LNO will notify all parties that the MA was issued.

This proposed process is DRAFT until approved by LANT.

Please let me know if you agree with this process or have any amendments. Per your direction, no Mission Assignments or Mission Assignment Task Orders will be considered until this process is approved.

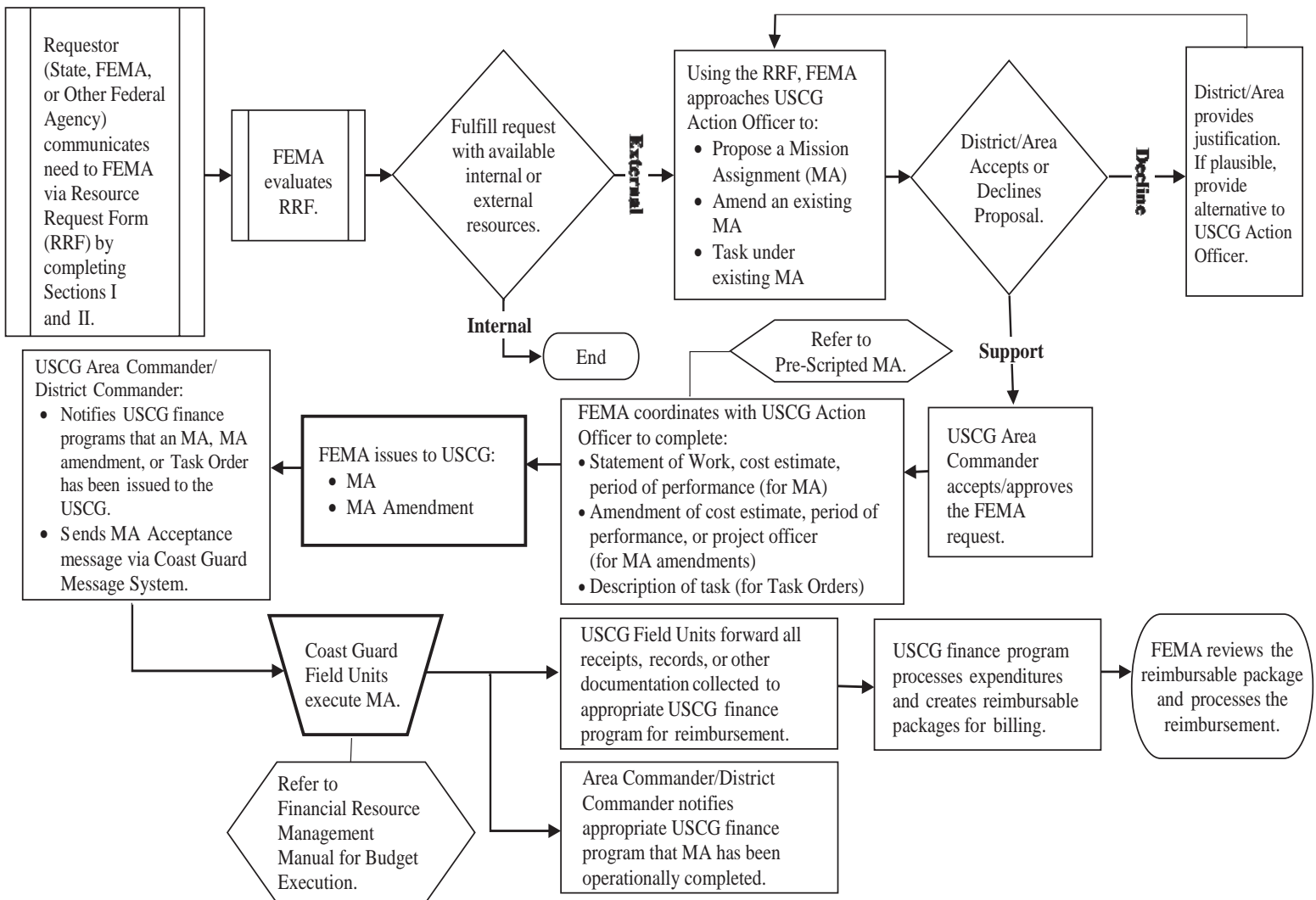
V/R,

Erin Lambie

USCG LNO

FEMA Region II

G. Mission Assignment Process



Note: The Mission Assignment process responsibilities performed by FEMA Operations Section Chief at Joint Field Offices and Regional Response Coordination Center is performed by the Resource Support Section Chief in the National Response Coordination Center.

Figure A-1: Flow Chart of Mission Assignment (MA) Process